

Decorations, Awards, and Honors

**Brigadier
General
Jeremiah P.
Holland Award**

**Headquarters
Department of the Army
Washington, DC
15 March 1993**

UNCLASSIFIED

SUMMARY of CHANGE

AR 672-11

Brigadier General Jeremiah P. Holland Award

This revision--

- o Identifies the purpose of the award and the responsibilities of the headquarters to nominate a unit and select the award winner (chap 1).
- o Outlines the two methods for depicting numerical data (chap 2).
- o Establishes 15 November as the deadline for submission(chap 2).
- o Sets 15 December as the date for announcement of the award winner (chap 2).
- o Restricts the nomination package to a standard issue 3-ring binder, paper clamp, or similar metal fastener (chap 3).
- o Specifies format for submission and provides examples of required enclosures (chap 3).

Effective 15 April 1993

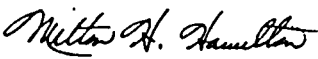
Decorations, Awards, and Honors

Brigadier General Jeremiah P. Holland Award

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation prescribes policy and procedures for awarding the Brigadier General Jeremiah P. Holland Award to the

most outstanding Military Police unit, company size or smaller, in the United States Army.

Applicability. This regulation applies to all military police units, company size or smaller, in the Active Army. Military police units include those performing combat support, physical security, correctional supervision, maintenance of law and order, criminal investigation, or other military police duties. It does not apply to the Army National Guard or the U.S. Army Reserve.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans. The Deputy Chief of Staff for Operations and Plans has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. The Deputy Chief of Staff of Operations and Plans may delegate this authority in writing to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process.

This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAMO-ODL), WASH DC 20310-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODL), WASH DC 20310-0400.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12-09-E, block number 3670, intended for command level A for the Active Army, none for the Army National Guard, and none for the U.S. Army Reserve.

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*This regulation supersedes AR 672-11, 1 November 1982.

RESERVED

Chapter 1 Introduction

Section I Background

1-1. Purpose

This regulation prescribes policy and procedures for awarding the Brigadier General (BG) Jeremiah P. Holland Award to the most outstanding military police (MP) unit, company size or smaller, each fiscal year.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Award concept

- a. The BG Jeremiah P. Holland Award honors the most outstanding military police unit, company size or smaller, each fiscal year.
- b. BG Holland, a military police officer, sponsored this award after his retirement in 1969 to promote esprit de corps and professionalism in military police units throughout the Active Army.

Section II Responsibilities

1-5. Deputy Chief of Staff for Operations and Plans

The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

- a. Convene a board of senior military police personnel at Headquarters, Department of the Army (HQDA), to consider nominations for the award.
- b. Approve the final selection and announce the award winner.

1-6. Commanders of major Army commands

Commanders of major Army commands (MACOM) will select and forward their award nominations to HQDA.

1-7. Commanders of eligible military police units

Commanders may submit nominations for the award per chapters 2 and 3.

Chapter 2 Policy and Procedures

2-1. Numerical data

- a. The two methods for depicting numerical data are as follows:

- (1) *Cumulative total*. This includes numerical data for current and former members who were assigned to the unit during part of, or for the entire fiscal year, regardless of the length of their tenure with the unit. This method allows the unit to fully depict results of a particular program or achievement.

- (2) *Representative total*. This includes numerical data only for those members assigned to the unit as of 30 September. This method recognizes that certain records are no longer maintained or available when a member departs the organization.

- b. The method for depicting numerical data is specified for each descriptive data requirement. Once a particular method is used to depict numerical data for a specific requirement (enclosure), it will be used throughout that particular requirement.

2-2. Selection of the award winner

Selection will be based on the unit's performance between the period of 1 October to 30 September, as measured by recorded

accomplishments, achievements, and command programs which best exemplify the intent of the award's sponsor.

2-3. Nomination submission

- a. Each MACOM may submit one award nomination each fiscal year.
- b. Nominations will be sent to HQDA (DAMO-ODL), WASH DC 20310-0440, to arrive not later than 15 November.
- c. Nominations will be prepared and assembled according to chapters 3 and 4.

2-4. Announcement and presentation

- a. The award winner will be announced not later than 15 December.
- b. The selected unit's MACOM commander will be notified of the arrangements for delivery and presentation of the award at a local ceremony.

Chapter 3 Format

3-1. Cover memorandum

Nominations will be submitted using a formal memorandum through the chain of command to HQDA (DAMO-ODL). A sample memorandum is shown in figure 3-1.

3-2. Descriptive data requirements

- a. Descriptive data requirements will be prepared on plain bond paper, with the subject heading placed at the upper left margin of the page. If the descriptive data requirement has more than one paragraph, number the paragraphs consecutively using Arabic numerals. Use lower case letters to identify subparagraphs. Double space between paragraphs and subparagraphs.
- b. If there is no information to report, the enclosure need only contain a page with the subject heading and a statement of that fact.
- c. While there are 13 specified enclosures, commanders may choose to add any additional enclosures deemed necessary to support their nomination. (See fig 3-1 for a detailed listing of enclosures.)
- d. Commanders may include a narrative statement to accompany each descriptive data requirement to highlight a noteworthy program or to complement or clarify data depicted.

3-3. Assembly

- a. Nominations will be prepared, tabbed, and assembled under construction and packaging rules outlined in AR 25-50. A standard issue three-ring binder, paper clamp, or similar metal fastener will be used to fasten the nomination package. Nomination packages will not be considered by the board unless constructed according to these rules.
- b. Required data will be presented as tabbed enclosures (encl 1, encl 2, and so forth) to the cover memorandum.
- c. Additional backup information (photographs, citations, newspaper clippings, and so forth) may be added and tabbed as secondary enclosures to the primary enclosure (for example, encl 1 to encl 3).

3-4. Format for Descriptive Data Requirements

- a. *Enclosure 1 (Table of Organization and Equipment/Table of Distribution and Allowances)*. Include a copy of the unit's table of organization and equipment, or table of distribution and allowances.
- b. *Enclosure 2 (Training Assessment)*. Include a copy of the unit's Mission Essential Task List (METL), as applicable. Include a narrative statement addressing significant training accomplishments and events, including noteworthy examples of how the unit trains to sustain proficiency and mission performance.
- c. *Enclosure 3 (Weapons Qualification)*. Format guidance for enclosure 3, using representative totals (separate data for handgun and

rifle qualifications is mandatory; other weapons qualification data may be provided), is in figure 3-2.

d. *Enclosure 4 (Physical Fitness)*. Format guidance for enclosure 4, using representative totals, is in figure 3-3.

e. *Enclosure 5 (Noncommissioned Officer Education)*. Format guidance for enclosure 5, using cumulative or representative totals (commander's option) is in figure 3-4.

f. *Enclosure 6 (Self Development Test)*. Format for enclosure 6, using representative totals, is in figure 3-5.

g. *Enclosure 7 (Military Education)*. Format for enclosure 7, using cumulative or representative totals (commander's option), is in figure 3-6.

h. *Enclosure 8 (Civilian Education)*. Format for enclosure 8, using cumulative or representative totals (commander's option), is in figure 3-7.

i. *Enclosure 9 (Reenlistment)*. Format for enclosure 9, using representative totals, is in figure 3-8.

j. *Enclosure 10 (Unit Awards)*. Format guidance for enclosure 10, for each unit award received, is in figure 3-9.

k. *Enclosure 11 (Individual Awards)*.

(1) There are no restrictions as to the type of recognition; that is, letters of commendation and appreciation, training course honor graduates, and so forth, that may be included in this requirement.

(2) For awards, decorations, and honors originating in the unit (regardless of who exercises approval authority) which are approved for presentation, list the type, reason for presentation, and

number of awards (see fig 3-10). For example, Army Commendation Medal—Service: 5, Army Achievement Medal—Achievement: 5.

(3) For awards, decorations, and honors originating outside the unit and approved for presentation; list the type, reason for presentation, originating authority, and number of awards. Do not include awards presented to individuals for acts, service, or achievement while assigned to a former unit (see fig 3-10). For example, Army Achievement Medal, Security Mission, Commanding General, 51st Infantry Division: 1.

(4) Format guidance for enclosure 11, using cumulative totals, is in figure 3-10.

l. *Enclosure 12 (Foundations of Excellence)*. Include activities, actions, and operations that exemplify a spirit of excellence such as, quality of life improvements, safety record, community service involvement, family support programs, unit morale and cohesion initiatives, innovations for improved efficiency and economy, significant operational accomplishments, and demonstrated examples of individual pride and commitment, and so forth.

m. *Enclosure 13 (External Evaluations)*.

(1) Include a copy of the latest command or technical inspection, or report that evaluates the performance of assigned missions.

(2) Other reports, evaluations, or assessments that pertain to unit performance, efficiency, or training may also be included at the commander's discretion.

(Letterhead)

OFFICE SYMBOL (*MARKS Number*)

(Date)

MEMORANDUM THRU (*Appropriate commands*)

FOR HQDA (DAMO-ODL), WASH DC 20310-0440

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award—FY (*date*).

1. The (*name of unit*) is nominated for the BG J. P. Holland Award for fiscal year(*date*).

2. The following information is submitted for consideration.

- a. Organization and key personnel (officers/senior noncommissioned officers in leadership/staff supervisory positions);
- b. Mission: (Include both peacetime and wartime missions, as applicable).
- c. Major functions: (*List functions.*)
- d. Command relationships: (*List in descending order from the MACOM to unit.*)
- e. Cumulative personnel strength total.

- (1) Officer: (*Give number.*)
- (2) Noncommissioned Officer: (*Give number.*)
- (3) Enlisted: (*Give number.*)
- (4) Civilian: (*Give number.*)

f. Representative personnel strength total.

- (1) Officer: (*Give number.*)
- (2) Noncommissioned Officer: (*Give number.*)
- (3) Enlisted: (*Give number.*)

Figure 3-1. Sample formal memorandum—Continued

(4) Civilian: (*Give number.*)

3. Point of contact is (*name and telephone number of person to be contacted*).

13 Encls

(Signature block)

1. Modified Table of Organization and Equipment/Table of Distribution and Allowances.
2. Training assessment
3. Weapons qualification
4. Physical fitness
5. Noncommissioned officer education
6. Self Development Test
7. Military education
8. Civilian education
9. Reenlistment
10. Unit awards
11. Individual awards
12. Foundations of excellence
13. External evaluations

Figure 3-1. Sample formal memorandum

WEAPONS QUALIFICATION

1. Number of individuals in the assessment population.
2. Number not eligible for testing. (Explain numbers not eligible.)
3. Number tested.
4. Number failing to qualify.
5. Number qualifying expert.
6. Number qualifying sharpshooter.
7. Number qualifying marksman.

Figure 3-2. Sample weapons qualification enclosure

PHYSICAL FITNESS

1. Number of individuals in the assessment population.
2. Number not eligible for testing. (Explain number not eligible.)
3. Number of soldiers failing to meet weight standards.
4. Number tested or with a current test score.
5. Number passing.
6. Number with a score of 290 or higher.
7. Average test score.
8. Narrative statement outlining the unit physical fitness program.

Figure 3-3. Sample physical fitness enclosure

NOCOMMISSIONED OFFICER (NCO) EDUCATION—PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. Number in the assessment population.
2. Number completing PLDC prior to assignment to the unit.
3. Number enrolled at the end of the fiscal year, or completing PLDC training during their assignment to the unit.

Figure 3-4. Sample noncommissioned officer education enclosure

SELF DEVELOPMENT TEST

1. Military occupational specialty (MOS) 95 series
 - a. Number of NCOs in the assessment population.
 - b. Number of NCOs tested by rank.
 - c. Number of scores received by rank.
 - d. Average score for each rank tested.
 - e. Explanation of any disparity between assessment population and number tested.
2. Non-MOS 95 series.
 - a. Number of NCOs in the assessment population.
 - b. Number tested by rank.
 - c. Number of scores received by rank.
 - d. Average score for each rank tested.
 - e. Explanation of any disparity between assessment population and the number tested.

Figure 3-5. Sample self-development test enclosure

MILITARY EDUCATION

1. Number of individuals in the assessment population.
2. Number enrolled at the end of the fiscal year, or completing resident training courses (that is, small arms repair, wheel vehicle mechanic, MP investigator, and so forth)during their assignment to the unit. (List course title and number of individuals for each.)
3. Number enrolled at the end of the fiscal year, or completing non-resident training extension and correspondence courses during their assignment to the unit.

Figure 3-6. Sample of military education enclosure

CIVILIAN EDUCATION

1. Number in the assessment population.
2. Number with an associate degree.
3. Number with a baccalaureate degree.

Figure 3-7. Sample civilian education enclosure—Continued

4. Number with a masters degree or higher.
5. Number enrolled or completing college level courses while assigned to the unit.
6. Number enrolled or completing vocational, professional, or self-improvement courses (that is, automotive mechanics, mathematics, word processing, police science, English, and so forth) while assigned to the unit.
7. Number with less than half their academic requirements remaining to receive an associate degree.
8. Number with less than half their academic requirements remaining to receive a baccalaureate degree.
9. Number (with a baccalaureate degree) with less than half their academic requirements remaining to receive a masters degree.
10. Number of soldiers with a general technical (GT) score of 99 or below.
11. Number of soldiers enrolled in the Basic Skills Education Program (BSEP).

Figure 3-7. Sample civilian education enclosure

REENLISTMENT

1. Number of first-termers eligible.
 - a. Overall objective.
 - b. Number reenlisted.
 - c. Quality point average.
2. Number of mid-termers eligible.
 - a. Overall objective.
 - b. Number reenlisted.
3. Number of careerists eligible.
 - a. Overall objective.
 - b. Number reenlisted.

Figure 3-8. Sample reenlistment enclosure

UNIT AWARDS

1. Type
 - a. Originating authority:
 - b. Approval authority:
 - c. Descriptive statement:
2. Type:
 - a. Originating authority:
 - b. Approval authority:
 - c. Descriptive statement:

Figure 3-9. Sample of unit awards enclosure

INDIVIDUAL AWARDS

1. Awards originating in the unit:
 - a. Award #1—(Include the type; reason for presentation, number of awards given to unit, and the originating authority).
 - b. Award #2—(Include the type, reason for presentation, number of awards given to unit, and the originating authority.)
2. Number of awards originating in the unit that were presented to the soldier prior to his or her departure.
3. Awards originating outside the unit:
 - a. Award #1—(Include the type; reason for presentation, number of awards given to unit, and the originating authority).
 - b. Award #2—(Include the type, reason for presentation, number of awards given to unit, and the originating authority.)

Figure 3-10. Sample individual awards enclosure

Appendix A References

Section I Required Publications

AR 25-50

Preparing and Managing Correspondence. (Cited in para 3-3a.)

Section II Related Publications

A related publication is merely a source of additional information.
The user does not have to read it to understand this publication.
This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

BG
brigadier general

BSEP
Basic Skills Education Program

encl
enclosure

HQDA
Headquarters, Department of the Army

MACOM
major Army command

METL
Mission Essential Task List

MOS
military occupational specialty

MP
military police

NCO
noncommissioned officer

**Section II
Terms**
This section contains no entries.

**Section III
Special Abbreviations and Terms**
This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50.

GT
general technical

PLDC
Primary Leadership Development Course

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